

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

**Office of MN.IT Services (“MN.IT”) @ Minnesota Department of Health
(MDH)**

Project Title: Application Access Controls for MDH systems and data

Categories: Program/Project Management, Security

Vendor must be approved in all categories listed in order to respond to the RFO.

Business Need

The Minnesota Department of Health currently has a variety of processes in place for granting access to and monitoring access of its multiple systems. As a result, we want to move toward consistent processes and controls to ensure that the proper steps are followed each time a person is granted access to an MDH system. We also would like more consistent controls to verify that only the appropriate people have accessed a system. Given the nature of some of the sensitive information available on agency systems, this effort should reduce the risk to the business, especially in cases where the agency is legally or contractually obligated to protect this data. In addition, it will allow more consistent control over who accesses agency systems as well as providing validation that any controls put in place are working as intended.

Project Deliverables

- Detailed project work plan with prioritized deliverables, level of effort in hours, dates, and task assignments.
- Access Controls Risk Assessment document for Applications, Network, Operating Systems, and Databases based on compliance with MN.IT Enterprise Security Control Standards and data classification for each system.
- Documented application access controls, procedures, remediation plans, and exceptions that adhere to the MN.IT Enterprise Security Control Standards.
- Documented network access controls, procedures, remediation plans, and exceptions that adhere to the MN.IT Enterprise Security Control Standards.
- Documented operating system access controls, procedures, remediation plans, and exceptions that adhere to the MN.IT Enterprise Security Control Standards.
- Documented database access controls, procedures, remediation plans, and exceptions that adhere to the MN.IT Enterprise Security Control Standards.

- The documented access controls and procedures must adhere to the appropriate data classifications that are documented in the MN.IT Enterprise Security Control Standards.
- Documented procedures must include how access is/or will be monitored and tracked.
- Documented procedures must include any tools that are/or will be used to monitor and track access.
- Documented application controls and procedures must include remediation for migrating to Keycloak Authentication Server if applicable.
- Create an MDH Access Control documentation package that can be used to test and verify application, network, operating system, and database access controls that adhere to MN.IT Enterprise Security Control Standards.

Project Milestones and Schedule

- Anticipated Project Start Date: 3/15/2016
- Anticipated End Date: 6/30/2016

Project Environment

Resources will work in a team environment under the direction of the MN.IT@MDH Chief Information Security Officer and the IT Security team.

Project Requirements

- All work will be done on-site at the Orville Freeman Building 625 Robert Street, Saint Paul, MN, Public Health Lab 601 Robert St. N, Saint Paul, MN, and Golden Rule Building, 85 7th Place E, Saint Paul, MN.
- Compliance with the MN.IT Enterprise Security Control Standards
- Compliance with MN.IT@MDH Project Management Methodology

Responsibilities Expected of the Selected Vendor

- Project Management including a detailed work plan including prioritizing systems by business importance, project monitoring, tracking tasks, deliverables, and budget to the plan schedule.
- Using existing documentation, system reviews, meetings, and research be able to establish the scope of the MDH access controls that are needed to comply with MN.IT Enterprise Security Control Standards.
- Use MN.IT Enterprise Security Control Standards to perform a risk assessment of MDH's access controls for applications, networks, operating systems, and databases.
- Identify vulnerabilities by understanding each step in the authentication process and how it manages identities.
- Analysis of access control compliance for applications, network, operating systems, and databases.
- Documentation of access controls, procedures, remediation plans, and exceptions for applications, network, operating systems, and databases that comply with MN.IT Enterprise Security Control Standards.

Minimum Qualifications (To be initially scored as pass/fail. Thereafter, resources that meet the Minimum Qualifications will be scored based on the extent to which the resource exceeds the required minimums. See RFO Evaluation Criteria, below.)

Required minimum qualifications:

- 4 years' experience working on IT security controls projects in environments that use the following technologies: Oracle, MS-SQL, Active Directory, Java, Javascript, Linux, Windows server 2012, Windows 7, TCPIP.
- 3 years' experience working with NIST recommended Security Controls for Federal Information Systems and Organizations, Special Publication 800-53 revision 4.
- 2 years' experience with Identity and Access Management (IAM) system(s).

Desired Skills

- Experience with Keycloak identity management authentication server.
- Experience with ArcSight event manager.
- Experience with RSA Archer platform.
- At least one engagement in which the applicants had to participate in a SSAE16 SOC 2 or equivalent (e.g. FedRAMP) industry security standards audit.

Process Schedule

Deadline for Questions	02/19/2016, 4:30 PM CST
Anticipated Posted Response to Questions	02/24/2016
Proposals due	02/29/2016, 4:30 PM CST
Anticipated proposal evaluation begins	03/01/2016
Anticipated proposal evaluation & decision	03/07/2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Anita Scott, anita.scott@state.mn.us
Organization: MN.IT@MDH

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- Experience that includes all the required and desired qualifications (35).
- References (10%)
- Sample Work Plan that includes all the project deliverables listed in the "Project Deliverables Section" (25%).
- Cost (30%).

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Vendor Name
Vendor Address
Vendor City, State, Zip
Contact Name for Vendor
Contact's direct phone/cell phone (if applicable)
Contact's email
Resource Name(s) being submitted

2. Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Resources that meet the minimum required skills will be scored based on the extent to which the resource exceeds the required skills.
2. Resources will also be scored based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Include the name of three (3) references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
5. Also, include a Sample Work Plan that includes all the project deliverables listed in the "Project Deliverables Section" of this document.

3. Cost Proposal indicated as an hourly rate that is calculated as a Level of Effort for each deliverable as listed above with a total cost for the project. THE COST PROPOSAL MUST BE SUBMITTED AS A SEPARATE DOCUMENT FROM THE OTHER COMPONENTS OF THE PROPOSALS, AND NOT INCLUDED IN ANY OTHER PLACE IN THE SUBMISSION.

4. Conflict of interest statement as it relates to this project.

5. Additional Statement and forms:

required forms to be returned or additional provisions that must be included in proposal

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- Response will be sent via email to Roleen.Marchetti@state.mn.us with the subject labeled "MDH Access Control Project".
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MN.IT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MN.IT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/MN.IT/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d). Submit the appropriate documentation with the solicitation response to claim the veteran-owned preference. Statutory requirements and documentation must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.